



Bureau of Child Development, Child Care Licensing  
**Initial Unannounced Inspection Checklist C**

Facility ID #: \_\_\_\_\_

Phone #: \_\_\_\_\_

<b>Provider Name:</b> _____		<b>Inspection Date:</b> ____/____/____	
<b>Address:</b> _____		<b>Start Time:</b> ____ AM / PM <b>End Time:</b> ____ AM / PM	
<b>Approved Capacity:</b> ____ <b>Family Licensed</b> ____ <b>Residential Certificate</b> ____		<b>Licensing Specialist (s):</b> _____	
<b>License Expiration Date:</b> ____/____/____		_____	
<b>Notes:</b>     	<b>Check before inspection</b>		
	<input type="checkbox"/>	<b>Variances:</b> _____ _____	<input type="checkbox"/> <b>Other:</b> _____ _____
	<input type="checkbox"/>		<input type="checkbox"/>
<b>Introductory Items</b>			
_____	➤ Introduce any unknown Bureau staff to the Licensee/Certificate Holder.		
_____	➤ Give the Licensee/Certificate Holder a brief explanation of the inspection process including diaper change.		
_____	➤ Ask the Licensee/Certificate Holder if s/he wants you to tell her/him about noncompliance areas as you conduct the walk-through, or wait until the inspection is over.		

INSPECTION ITEMS		✓ = Compliance O = Noncompliance N/A = Not Applicable
<b>Ratios &amp; Supervision</b>		
C1. (Observe.) Are all children being adequately supervised?	90/50-11(1)(a)	
C2. (Observe.) Does the total # of children present exceed the total licensed or certified capacity?	90-11(4); 50-11(4)	
C3. (Observe.) Does the total # of children present under age two exceed the allowed capacity?	90-11(6); 50-11(4)	
C4. (Observe.) Is the required caregiver to child ratio maintained?	90-11(5); 50-11(4)	
<b>Posted Items</b>		
C5. (Observe.) Is the child care license or certificate placed where parents can see it as they come and go?	1-6(3)	
C6. (Observe.) Is the Department's child care guide placed where parents can review it, or given to every parent?	90/50-13(1)	
C7. (Observe.) Is the current week's menu available for parent review?	90-15(1)(d); 50-15(1)(b)	
C8. <b>LICENSED ONLY.</b> (Observe.) If the provider is not on CACFP, is the menu approved as required? (N/A for RC.)	90-15(1)(b)	

INSPECTION ITEMS		✓ = Compliance O = Noncompliance N/A = Not Applicable
<b>General Environment</b>		
C9. Does licensee/certificate holder allow access to inaccessible areas of the home and garage to allow a check for hidden children, illegal items, and storage of firearms?	1-9(1)(d)	
C10. ♦(Observe, <b>ask</b> if failing paint is observed.) Is there peeling, flaking, chalking, or failing paint anywhere on the premises? If yes, was the home or structure built before 1978? If yes, is there documentation of testing for lead paint, and correction if needed?	90/50-4(1)	
C11. (Observe.) Is the indoor temperature between 65 and 82 degrees Fahrenheit? N/A for RC	90-4(5)	
C12. (Observe.) Does the home appear clean and sanitary, except for normal daily messes?	90/50-5(1)	
C13. (Observe.) Is there evidence of insects, rodents, or other vermin in the home?	90/50-5(2)	
C14. (Observe.) Are the home, ceilings, walls, floor coverings, draperies, blinds, furniture, fixtures, toys, and equipment maintained in good repair and used in a safe manner, to prevent injury to children?  <u>Hazards that are a finding under this rule include:</u> <ul style="list-style-type: none"> <li>exposed accessible electrical wiring.</li> <li>accessible hot wax or candle warmers when in use.</li> <li>accessible fiberglass insulation.</li> <li>wooden equipment and furnishings that have splinters and are used by children.</li> <li>cracks in equipment that could pinch a child's skin.</li> <li>torn draperies or broken blinds that a child could become entangled in.</li> <li>leaking plumbing other than a leaking faucet.</li> <li>heat vents that are accessible to children and are missing covers.</li> </ul>	90/50-5(3) 90/50-12(1)	
C15. (Observe.) Does anyone smoke in the home, on the premises, or in vehicles used to transport children when children in care are present?	90/50-14(4)(a)-(d)	
<b>Safety Hazards</b>		
C16. ♦(Observe and <b>ask</b> .) Do you have any firearms or other weapons on your property? <b>If yes:</b> Are firearms loaded? Please show me where all firearms are kept. (Firearms include guns, muzzle loaders, rifles, shotguns, hand guns, pistols, and automatic weapons. Firearms must be locked with a key or a combination lock, and kept separate from ammunition. Weapons include items such as BB guns, Airsoft guns, paintball guns, swords, sling shots, bows and arrows, cross bows, hunting knives, and nunchucks. Weapons must be inaccessible.)	90/50-12(4)(a)	
<b>Inspect all areas that are accessible to children for the following safety hazards.</b>		
C17. (Observe.) Is the home free of tripping hazards (unsecured flooring or cords in walkways)?	90/50-12(2)	
C18. (Observe.) Is the home free of unstable heavy equipment a child could pull down on himself or herself?	90/50-12(3)	
(Observe all.) Are the following items accessible to children, including on garage shelves 36" high or lower, if the garage is accessible to children?	90/50-12(4)(b)	
C19. Tobacco, open containers of alcohol, illegal substances, and sexually explicit material?		
C20. ♦(Observe and <b>ask</b> .) Do you have any portable space heaters, fireplaces, or wood burning stoves that are accessible to children and are used when children are in care?	90/50-12(4)(c)	

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<b>C21.</b> Toxic or hazardous chemicals? (Insecticides; insect repellent; pesticides; weed killer; antifreeze and windshield wiper fluid; gasoline; kerosene; paint thinner; linseed oil; turpentine; motor oil; bleach; household cleaners; nail polish remover; silver jewelry cleaner, gun powder; WD-40; super glue; liquid correction fluids, such as White Out; aqua MSDS (for fish tanks), rubber cement; spray paint; gun solvent; water sealant; fertilizer with weed killer, iodine, model glue; corroded batteries; and rubbing alcohol.)	90/50-12(4)(d)	
<b>C22.</b> Poisonous plants? <u>Poisonous plants include:</u> Poison ivy or oak, stinging nettle, oleander, castor beans, jimson weed, mushrooms, and toadstools.	90/50-12(4)(e)	
<b>C23.</b> Matches or cigarette lighters?	90/50-12(4)(f)	
<b>C24.</b> Open flames?	90/50-12(4)(g)	
<b>C25.</b> Sharp objects, which could cut or puncture skin? (Sharp knives; box cutters; adult scissors; razors; sharp ends of nails or screws protruding from an object; broken glass; broken toys with sharp edges; tools such as saws and axes; cactus; and running fans if children's fingers could fit through the guard. Also, tacks or pins on the floor or visible within 36" of the floor. )	90/50-12(4)(h)	
<b>C26.</b> For age 4 and under, window blind or drapery cords and pacifier cords longer than 12" accessible to children in care?	90/50-12(4)(i)	
<b>C27.</b> For age 4 and under, loose plastic bags large enough for a child's head to fit inside, latex gloves, and balloons?	90/50-12(4)(j)	
<b>C28.</b> If children under age 3 are present, choking hazards (objects less than 1-1/4" X 2-1/4") on the floor, or anywhere within 36" up from the floor?	90/50-12(4)(k)	
<b>C29.</b> (Observe.) Are toxic and hazardous chemicals stored in a labeled container?	90/50-12(5)	
<b>C30.</b> (Observe.) For children age 4 and under, are accessible unused outlets and surge protectors covered, included outlets in accessible garages?	90/50-12(6)	
Are there any indoor trampolines accessible to children? If no, N/A for 31-38. If yes, are the following conditions met:	90/50-12(12)(a)	
<b>C31.</b> ♦(Observe and ask.) Is a provider always at the trampoline supervising its use whenever any child in care is on the trampoline?	90/50-12(12)(b)	
<b>C32.</b> ♦(Observe and ask.) Does only one person at a time use the trampoline?	90/50-12(12)(b)	
<b>C33.</b> ♦(Observe and ask.) Are children in care allowed to do flips or somersaults on the trampoline?	90/50-12(12)(c)	
<b>C34.</b> (Observe.) Does the trampoline have shock absorbing pads that completely cover its springs, hooks, and frame?	90/50-12(12)(d)	
<b>C35.</b> (Observe.) Is the trampoline placed at least 6 feet (or 3 feet if there is a safety net properly installed) away from any structure?	90/50-6(14)(e)	
<b>C36.</b> (Observe.) Are there any ladders near the trampoline that children could use to access the trampoline?	90/50-12(12)(f)	
<b>C37.</b> ♦(Observe and ask.) Are children allowed to play under the trampoline when it is in use?	90/50-12(12)(g)	
<b>C38.</b> ♦(Observe and ask.) Is the trampoline placed over 6 inches of protective cushioning, in a 6 foot use zone or a 3 foot use zone if there is a net properly installed? If less than 6 inches of protective cushioning, is it ASTM F1292?	90/50-12(12)(i)	
<b>Infection Control</b>		
<b>C39.</b> (Observe.) Do children and providers wash their hands with soap and running water at required times? (Before and after food preparation and eating/feeding children, after toileting and diapering, after contact w/body fluids, after handling animals, when coming in from outdoors, before administering medication.)	90/50-16(1)(a)-(h) 90/50-16(2)(a)-(d)	
<b>C40.</b> (Observe.) Are washable toys visibly dirty?	90-16(8); 50-16(7)	

INSPECTION ITEMS	✓ = Compliance O = Noncompliance N/A = Not Applicable	
C41. (Observe.) Are stuffed animals, cloth dolls, and dress-up clothes machine washable? Are pillows machine washable, or have removable machine washable covers? Are these items visibly dirty?	90-16(9); 50-16(8)	
<b>Kitchen / Meals &amp; Snacks</b>		
C42. ♦(Ask. If yes, observe.) Do you have any refrigerated medications?	90-17(3); 50-17(2)	
C43. (Observe.) Are infants bottles ever propped? N/A if Licensee or Certificate Holder does not accept infants.	90/50-24(1)	
C44. (Observe.) Are solid foods for infants cut into pieces no larger than 1/4" in diameter, and solid foods for toddlers cut into pieces no larger than 1/2" in diameter? N/A if Licensee or Certificate Holder does not accept infants or toddlers.	90/50-24(3)	
<b>Medications</b> – N/A if medications are not administered to children in care. Medications do not include diaper cream, sunscreen, baby powder, teething gel, or baby lotion.		
C45. ♦(Observe and ask.) Where do you keep prescription and over-the-counter medications, including vitamins and herbal supplements?	90-17(3); 50-17(2)	
C46. (Observe.) Are all over-the-counter and prescription medications: labeled with the child's name if brought in by a parent (if not purchased by the provider for all children); kept in the original or pharmacy container; have the original label; and have child-safety caps?	90-17(2)(a)-(d) 50-17(1)(a)-(d)	
<b>Bathrooms</b>		
C47. (Observe.) Is hot water accessible to children at or below 120 degrees?	90/50-12(7)	
C48. (Observe.) Is soap available for children to wash their hands?	90/50-16(2)(a)-(e)	
<b>Napping</b>		
C49. (Observe.) Is sleeping equipment ever placed where it blocks an exit?	90-18(5); 50-18(1)	
C50. ♦(Observe and ask if necessary.) Do all cribs meet federal law as outlined in 16 C.F.R. parts 1219 & 1220? N/A if no cribs.	90/50-8(2)	
C51. (Observe.) Are sleeping infants (under 1 year of age) monitored in one of these ways: with a Department approved sleep monitoring device; by placing sleeping infants within sight and hearing of a provider; or by checking on sleeping infants at least once every 15 minutes? N/A if no infants enrolled.	90/50-11(1)(b)	
C52. (Observe.) Do infants sleep in equipment designed for sleep (crib, bassinet, porta-crib or play pen)? Are infants placed to sleep on mats or cots, or in bouncers, swings, car seats, etc. (unless there is written parental permission)? N/A if there are no infants enrolled.	90/50-24(10)	
C53. (Observe.) Do all cribs have tight fitting mattresses? N/A if there are no cribs, or only porta-cribs.	90/50-24(11)(a)	
C54. (Observe.) Do all cribs have slats spaced no more than 2-3/8 inches apart? N/A if there are no cribs, or only porta-cribs.	90/50-24(11)(b)	
C55. (Observe.) Do all cribs have at least 20 inches from the top of mattress to top of the crib rail, or at least 12 inches if the child using the crib cannot sit up without assistance? N/A if there are no cribs.	90/50-24(11)(c)	
C56. (Observe.) Do any cribs have strings, cords, ropes, or other entanglement hazards strung across crib rails? N/A if no cribs.	90/50-24(11)(d)	
C57. ♦(Observe and ask.) Are infants ever placed on their stomachs for sleeping (unless there is documentation from a health care provider for treatment of a medical condition)? N/A if there are no infants in care.	90/50-24(12)	
<b>Discipline</b>		
C58. (Observe.) Are children disciplined in any ways that are prohibited by rule?	90-8(11)(a) 90-19(4)(a)-(f) 50-8(9)(a); 50-19(3)(a)-(f)	

INSPECTION ITEMS		✓ = Compliance O = Noncompliance N/A = Not Applicable
<b>Animals</b> (N/A if no animals are ever allowed on the premises.)		
C59. (Observe.) Are children in care ever allowed to handle reptiles or amphibians?	90/50-22(6)	
C60. (Observe.) Are all animals accessible to children in care clean and free of obvious disease or health problems that could adversely affect children?	90/50-22(2)(a)	
C61. ♦(Observe and ask.) Has any animal on the premises ever bitten anyone, or displayed any other dangerous or aggressive behavior?	90/50-22(3)	
<b>Diapering Area</b>		
♦(Ask.) Do you ever diaper children? If no, N/A for C62 – A70. If yes:		
C62. (Observe.) Are children diapered in food preparation or eating areas?	90/50-23(1)	
C63. (Observe.) Are children diapered directly on the floor, or on any surface that is also used for another purpose?	90/50-23(2)	
C64. (Observe.) Is the diapering surface smooth, waterproof, and in good repair?	90/50-23(3)	
<b>Diapering Observation</b> – N/O if it was not possible to observe a diaper change.		
C65. (Observe.) Do providers clean and sanitize the diapering surface after each diaper change, or use a non-permeable disposable diapering surface that is thrown away after each diaper change?	90/50-23(4)	
C66. ♦ (Ask.) What do you use to sanitize the diapering surface? If bleach water is used, how often do you mix new bleach water? (Bleach water is no longer potent enough to sanitize after 24 hours.)	90/50-23(4)	
C67. (Observe.) Do providers wash their hands after each diaper change?	90/50-23(5)	
C68. (Observe.) Do caregivers place soiled diapers in a container with a plastic lining and a tight fitting lid, or directly in an outdoor garbage container that has a tightly fitting lid or is inaccessible to children?	90/50-23(6)	
C69. <b>LICENSED ONLY.</b> (Observe.) If cloth diapers are used, are they rinsed at the Licensee or Certificate holder's home? N/A if cloth diapers not used.	90-23(8)(a)	
C70. <b>LICENSED ONLY.</b> (Observe.) If cloth diapers are used, after removal are they placed directly into leakproof container inaccessible to children and labeled with child's name, or else placed directly into a leakproof diapering service container? N/A if cloth diapers not used.	90-23(8)(b)	
<b>Infant and Toddler Care</b> – N/A if the Licensee or Certificate holder does not have any infants or toddlers in care.		
C71. (Observe.) Does only one infant occupy any one piece of equipment at a time, unless equipment has individual seats for more than one child?	90/50-24(9)	
C72. (Observe.) Are there any infant walkers with wheels?	90/50-24(14)	
C73. (Observe.) Do infants and toddlers have access to objects made of styrofoam? (Observe.)	90/50-24(15)	
C74. (Observe.) Does a provider respond as promptly as possible to infants and toddlers who are in emotional distress (due to hunger, fatigue, wet or soiled diapers, fear, teething, or illness)?	90/50-24(16)	
C75. (Observe.) Do all awake infants and toddlers receive positive physical and verbal interaction with a caregiver at least once every 20 minutes?	90/50-24(17)	
C76. (Observe.) Are awake infants confined for more than 30 minutes in one piece of equipment (such as swings, high chairs, cribs, play pens, etc.)?	90/50-24(18)	
C77. (Observe.) Do mobile infants and toddlers have freedom of movement in a safe area? 90/50-24(19)	90/50-24(19)	
C78. (Observe.) Are safe toys accessible to infants and toddlers to stimulate their healthy development, and are there enough toys for each infant and toddler to be engaged in play with toys?	90/50-24(20)	

LICENSEE / CERTIFICATE HOLDER INTERVIEW QUESTIONS		
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<b>Personnel &amp; Administration</b>		
C79. Are all substitutes and caregivers at least 18 years of age? (If there are new substitutes or caregivers since the Announced Inspection)	90/50-7(1)	
C80. <b>LICENSED ONLY.</b> Do you use 16 or 17 year old assistant caregivers? If yes, do they always work under the immediate supervision of a caregiver who is at least 18 years old? (N/A for RC.) Are assistant caregivers ever left at the home or at any offsite activity alone with the children?	90-7(2)	
C81. Are you aware of any providers, anyone age 12 or older living in the home, or any new caregivers or volunteers having been arrested, charged, or convicted of a felony or misdemeanor, or having been investigated with a supported finding of abuse or neglect by the Department of Human Services?	90-9(1)(f)-(h) 50-9(1)(e)-(g)	

RECORDS INSPECTION ITEMS		
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<b>General Records</b>		
C82. If there are animals on the premises accessible to children, does the Licensee/Certificate Holder have current animal vaccination records? N/A if no animals.	90-9(1)(b) 90/50-22(2)(b) 50-9(1)(a)	
C83. Does Licensee/Certificate Holder have copies of all current variances granted by the Department? N/A if provider has no variances.	90/50-9(1)(d)	

Personnel Records	P-	P-	P-	P-	P-	P-	✓ = Compliance O = Noncompliance N/A = Not Applicable
Name							
Position							
C84. Does Licensee/Certificate Holder have documentation of first aid certification for himself/herself, and all substitutes who work an average of 10 hours a week or more (as averaged over a 3 month period)?							90/50-9(3)(c) 90/50-10(2)
C85. Does Licensee/Certificate Holder have documentation of infant/child CPR certification for himself/herself, and all substitutes who work an average of 10 hours a week or more (as averaged over a 3 month period)? <b>LICENSED ONLY.</b> For one adult in each vehicle when children are being transported? (N/A for RC.)							90/50-9(3)(c) 90/50-10(2) 90-21(2)

Personnel Records	P-	P-	P-	P-	P-	P-	✓ = Compliance O = Noncompliance N/A = Not Applicable
<p><b>C86.</b> Does Licensee/Certificate Holder have documentation of orientation training for all new staff (caregivers, non-emergency substitutes, and volunteers) who started since the pre-license or certificate inspection? If new staff started after 1 September 2008, does orientation training include all of the required topics below?</p> <ul style="list-style-type: none"> <li>• <b>LICENSED ONLY.</b> Specific job responsibilities</li> <li>• <b>LICENSED ONLY.</b> Written policies and procedures</li> <li>• Emergency and disaster plan</li> <li>• Current licensing/RC rules found in Sections 11 through 24</li> <li>• <b>LICENSED ONLY.</b> Introduction and orientation to children in care</li> <li>• Review of information in the health assessment for each child in care</li> <li>• Procedure for releasing children to authorized individuals only</li> <li>• Proper clean up of body fluids</li> <li>• Signs and symptoms of child abuse and neglect and legal reporting requirements for witnessing or suspicion of abuse, neglect, and exploitation</li> <li>• Obtaining assistance in emergencies</li> <li>• If there will be infants or toddlers in care: <ul style="list-style-type: none"> <li>– Preventing shaken baby syndrome and coping with crying babies</li> <li>– Preventing sudden infant death syndrome</li> </ul> </li> </ul>						90/50-9(3)(a) 90/50-9(3)(b) 90-7(8) 50-7(5)	
<p><b>C87.</b> Does the Licensee/Certificate Holder have approved initial "CBS/LIS Consent and Release of Liability for Child Care" forms for all providers, volunteers, and each person age 12 and older who resides in the Licensee/Certificate Holder's home, and was it received within 5 working days of the individual moving into the home, turning 12, or beginning to work or volunteer for the provider?</p> <p>List the names of any new providers, volunteers, or persons age 12 and older who reside in the Licensee/Certificate Holder's home.</p>						90-9(1)(f); 50-9(1)(e); 6-3(3)	
<p><b>C88.</b> Does the Licensee/Certificate Holder have documentation of Red Cross lifeguard certification if the Licensee/Certificate Holder has a pool over 6' deep used by children in care. N/A if no pool over 6' deep used by children in care.</p>						90/50- 12(10)(f)	

**RECORDS INSPECTION ITEMS**

Child Records	C-	C-	C-	C-	C-	C-	C-	C-	C-	C-	✓ = Compliance O = Noncompliance N/A = Not Applicable	
Name  (Including the provider's own children under age 4.)												
DOB												
C89. Completed admission form(s) that includes at least the following information: child's name; child's date of birth; parent's name, address, and phone number; names of people authorized to pick up the child; name, address and phone number of emergency contact person; and current signed emergency medical treatment and transportation releases?											90/50-9(2)(a)	
C90. Child health information (including: allergies; food sensitivities(LICENSED ONLY.); acute and chronic medical conditions; instructions for special or non-routine daily health care; current medications; and any other special health instructions for the licensee)?											90/50-9(2)(a) 90-14(6)(a)-(f) 50-14(7)(a)-(e)	
C91. Immunization record or legally valid exemption for all children age 2 months and older, including provider's related children under age 4.											90/50-14(5)-(6)	
C92. Completed transportation permission form, if the Licensee/Certificate holder provides transportation services. N/A if provider does not transport children.											90/50-9(2)(c)	
C93. LICENSED ONLY. Six weeks of incident, accident, and injury records. (N/A for RC, or if there have been none in the past six weeks.)											90-9(2)(e)	
C94. Department approved trampoline permission form, signed by the parent, if children are allowed to use a trampoline while in care. N/A if there is no trampoline.											90/50-12(12)(h)	